

ARIZONA CRIMINAL JUSTICE COMMISSION

GRANT PROGRAM ANNOUNCEMENT SPECIAL PROSECUTION GRANT PROGRAM



FY 2008 COMPETITIVE GRANT ANNOUNCEMENT

Eligibility

**State, County, and Local Prosecutor's Offices
and
Law Enforcement Offices for Sexual Exploitation of
Children Investigation Grant**

Deadline

All applications are due by 3:00 p.m. on April 27, 2007.

For Assistance

If you have any questions about this grant solicitation or are having difficulties contact Kathy Karam, Program Manager, (602) 364-1146, or e-mail kkaram@azcjc.gov.

ABOUT THE SPECIAL PROSECUTION GRANT PROGRAM

The state appropriated Special Prosecution Grant Program allows funds to be used for the enhanced prosecution of offenses related to Aggravated Domestic Violence, Obscenity, and offenses relating to Criminal Street Gangs. In addition, grant funds can also be awarded for the investigation and prosecution of crimes related to the Sexual Exploitation of Children.

Aggravated Domestic Violence Prosecution: Funds must be used for the prosecution of aggravated domestic violence offenders who violate state law A.R.S. §13.3601. This grant is competitive and applicants must demonstrate need by using statistical data to show the problem in their jurisdiction.

Obscenity Prosecution: Funds must be used for the prosecution of violations of the laws relating to obscenity under A.R.S. 13-3502. This grant is competitive and applicants must demonstrate need by using statistical data to show the problem in their jurisdictions.

Sexual Exploitation of Children Investigation/Prosecution: Funds must be used to investigate and prosecute laws relating to sexual exploitation of children under A.R.S. 13-3552, 3553, and 3554. This grant is competitive and applicants must demonstrate need based on statistical data that shows the problem in their jurisdiction. **This program requires a 400% local in-kind match.** Two grants will be awarded, one to a county attorney and one to a law enforcement agency, to improve the detection of such crimes. Preference will be given to a law enforcement agency and a county attorney within the same jurisdiction who will work in tandem to accomplish this goal.

Criminal Street Gang Prosecution: The Arizona Criminal Justice Commission has received legislatively appropriated funds for the purpose of enhancing prosecution of any offense relating to criminal street gangs. The monies shall be distributed to state, county, and municipal prosecution offices for the purposes of training prosecutors, providing personnel and prosecuting any offense relating to criminal street gangs. This grant is competitive and applicants must demonstrate need based on statistical data that shows the problem in their jurisdictions.

INTRODUCTION

The Arizona Criminal Justice Commission is publishing this notice to announce the availability of funds for the Special Prosecution Programs that will be distributed during FY2008. The Commission is presently making these funds available for multiple grants to be awarded directly to state, county, and local agencies for projects that will achieve the goals and objectives of the legislation. In fiscal year 2007, 10 awards were made, with 99 percent of the awards going towards personnel, such as salary and fringe benefits. The average awards ranged from \$37,000 to \$150,000. The application and instructions are available at www.azcjc.gov at the APPLY FOR GRANTS/Grant Resources section of the web site.

FUNDING

The amount of funds available for Gang Prosecution grants is \$603,200. The funds available for the

Aggravated Domestic Violence, Obscenity Prosecution, and Sexual Exploitation of Children Investigation/Prosecution grants is \$391,000. The Commission is presently making these funds available for multiple grants to be allocated directly to state, county, and local criminal justice agencies for projects which will achieve the goals of the legislation that created these grant programs. All applicants must certify that matching funds are available at time of application for those programs that require a match. All projects funded under this program will be for 12 months starting July 1, 2007 and ending June 30, 2008.

ALLOWABLE COSTS

Eligible expenses include personnel, employee related expenses (ERE), overtime, travel, operating costs, costs related to contractual or consulting services and equipment. Additional funds may not be available in future years. When requests are made to fund personnel or other on-going activities or costs, applicants should identify future potential funding sources.

RESTRICTIONS ON USE OF FUNDS

Grant funds shall not be used for land acquisition or construction projects.

REPORTING REQUIREMENTS

Applicants are required to submit quarterly financial and progress reports to the Commission and cooperate fully in any evaluation efforts required. Funds will be disbursed to agencies on a reimbursement basis, upon submission of reports showing expenditures.

ALLOCATION PROCESS

Applications will be reviewed by an evaluation team of three qualified individuals. Each grant application will be evaluated according to the following criteria. Commission staff will prepare a proposed allocation plan. ACJC staff will present a proposed allocation plan to the Drug, Gang and Violent Crime Committee of the Commission for review. The Committee will present a recommendation regarding the allocation plan to the Criminal Justice Commission for review and final action. The proposed allocation plan will be made available to all applicants in the meeting agendas. Funds will be disbursed to agencies in accordance with the Commission's final approved allocation plan.

The proposed allocation of funds will be based on the amount requested and the following criteria:

1. Does the applicant agency have the ability to perform the activities required by this program? **(pass/fail)**
2. Submission of application on time. **(pass/fail)**
3. Completeness and accuracy of the application, and all requested information is provided.
4. Problem statement identifies the need for services in the community and is supported by statistical data that supports the identified problem.
5. The program adequately addresses the problem in the community.
6. Coordinated efforts with other criminal justice agencies.
7. Program's ability to meet the overall goals of the program.
8. Measurable, realistic, and achievable program objectives.

9. Mechanism to evaluate the program (performance measures) are identified and are appropriate.
10. Budget costs are reasonable and allowable. Matching funds are included in the budget request.
11. Appropriate internal controls are in place to adequately administer the award.
12. Programs previously funded have met the requirements of the grant, including timely reporting with no reportable deficiencies during site visits.

Applications will be scored using the scorecard shown below. **APPLICANTS MUST SCORE AT LEAST 70 POINTS TO BE CONSIDERED FOR FUNDING. HOWEVER, A MINIMUM SCORE OF 70 POINTS DOES NOT GUARANTEE AN AWARD DUE TO THE LIMITED FUNDING AVAILABLE.**

Scorecard –Special Prosecution Grant Application

Applicant Agency: _____

1. Can the applicant agency perform the activities required by this program? **Yes/No**
 2. Was the application received on time? **Yes/No**
- If the answer to either question is "No", the application is disqualified and should not be scored further.

Scorecard				
Category	Description	Valuation	Maximum Possible Score	Actual Score
Submission	The application was complete and accurate, all requested information was provided.	Factual	5	
Problem Statement	The problem statement identifies the need for services in the community and is supported by statistical data that supports the identified problem.	Judgment	15	
Program Description	The program adequately addresses the problem in the community.	Judgment	20	
Coordinated Efforts	The program coordinates efforts with other criminal justice agencies.	Judgment	10	
Goals and Objectives	The measurable outcomes selected are appropriate for the program, and numbers and percentages provided are reasonable and achievable.	Judgment	15	
Evaluation	Mechanism to evaluate the program (performance measures) are identified and are appropriate.	Judgment	15	
Budget	Budget costs are reasonable and allowable. Matching funds are included in the budget request.	Factual and Judgment	10	
Internal Controls	The applicant has appropriate internal controls to adequately administer the award.	Judgment	5	
Program Performance History	Programs previously funded have met the requirements of the grant including timely, accurate submission of reports and no reportable deficiencies during site visits.	Factual	5	
Total:			100	

APPEAL PROCESS

Applicants may pursue a two-step appeal process if their application is denied. If an application is not included for funding in the initial proposal, the applicant may verbally appeal to the Committee. At that point, the Committee will either accept the staff proposal and recommend the proposal to the Commission or make changes and recommend the revised proposal to the Commission, or table the proposal for further study. If an application is not recommended for funding by the Committee, the applicant may verbally appeal to the Commission. The Commission can approve the recommendation of the Committee, or make changes to the Committee proposal, or table the proposal for further study. The vote of the Commission is the final step of the process and no further appeals will be granted.

APPLICATION CONTENT

Problem Statement

The applicants must demonstrate a compelling need for the program in order to maintain or improve public safety. The need for the program must be substantiated with:

- 1) Data reflecting the scope of the problem within the proposed jurisdiction.
- 2) Data reflecting the absence or inadequacy of prosecution services relating to the processing of cases.

Qualitative information such as interviews or other key information that will show the problem within the community may be included to explain and enrich quantitative data that substantiate the need for the program. However, qualitative data should not be the sole justification for the proposal.

Project Description

The program that is to be paid in full or in part by the grant must be described. The description should be presented in a way that helps stakeholders (administrators, staff, evaluators, funding agencies, citizens, and elected officials) to understand and communicate about the program and how it seeks to solve the problem described.

Planned activities must be clearly explained including day-to day operations, communications, presentations to be conducted, and staff organization. The professional preparation and experience of staff must be described in relation to the knowledge and skills needed to manage and operate the program. Highlight what specific activities are to be implemented using grant funds.

The project must address the extent to which the application emphasizes collaborative strategies. If there are member agencies associated with the project, they must be identified, including resources to be dedicated by each member agency, such as funding, staff, volunteers, time, space, equipment, vehicles, and criminal intelligence support systems.

Goals

In broad terms describe what the program is intended to accomplish for your jurisdiction. This goal must be consistent with the goal of the program you are applying for.

Objectives

The objectives must be specific, measurable, attainable, realistic, and be accomplished within the

timeline of the grant award. The objective must have a direct correlation to the goal selected.

Performance Measures

Performance measures must correlate to the objective(s), and must measure that objective. The performance measures selected are used to monitor the performance of the program activities. Data and other information gathered will be used to make program improvements and for reporting on progress to ACJC during the grant period.

Performance Monitoring

Performance monitoring should be designed to document whether the program is making progress toward achieving its stated goals and objectives, as reflected in performance measures or outputs (such as convictions and other results of program activities).

Budget

A detailed budget must be prepared. Categories of expenses to be included are personnel salaries, employee related expenses, contractual/consultant services, operating expenses such as rent, utilities and supplies, travel, and equipment. Provide how the cost of each item was calculated. Also provide a proposed budget that is complete, allowable, and cost-effective and that includes matching funds. If applicable, include breakdown and description of partial funding possibilities.

APPLICATION PROCESS

While the Arizona Criminal Justice Commission would like to support each worthy program, there is only a limited amount of funding is available. In addition to new projects, the Commission will consider funding existing projects that will require further monies to reach a successful completion.

All application forms, instructions, and samples will be available at www.azcjc.gov in the APPLY FOR GRANTS/Grant Resources section of the web site. The application can be completed using Microsoft Word. The submitted application packet must include the following:

- (1) Original Application + Attachments (*if applicable*)
- (1) Copy of the Agency's most recently completed financial audit + schedule of findings (*if applicable*)

All application items must be submitted individually clipped; not bound or stapled. Applications must be mailed, shipped, or hand delivered to the following address:

Arizona Criminal Justice Commission
Special Prosecution Programs
1110 W. Washington, Suite 230
Phoenix, Arizona 85007

Faxed or emailed applications will not be accepted.

Funding recommendations will be presented for the Commission's approval at the meeting on **Thursday, May 24th 2007**. Questions concerning this program, or application process, should be directed to Kathy Karam at the Arizona Criminal Justice Commission at (602) 364-1146 or 1-877-668-2252 (outside Maricopa County).